

**ORGANIZATION OF
AFRICAN UNITY**

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ADDIS ABABA

**ORGANISATION DE L'UNITE
AFRICAIN**

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ORGANIZATION OF AFRICAN UNITY

STAFF RULES AND REGULATIONS

Addis Ababa
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ORGANIZATION OF AFRICAN UNITY

STAFF RULES AND REGULATIONS

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Scope and Purpose

The following staff regulations form an additional part to the relevant provisions contained in the document entitled "Functions and Regulations of the General Secretariat". In accordance with Article XVIII of the Charter, these regulations together with those relevant provisions of the "Functions and Regulations of the General Secretariat", shall embody the fundamental conditions of service and the basic rights, duties and obligations of the General Secretariat of the Organization of African Unity (hereinafter referred to as the "Organization").

Applicability

These rules and regulations are applicable to all statutory members of the Secretariat.

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Section IDUTIES, OBLIGATIONS AND PRIVILEGES OF STAFF MEMBERS

1. As defined by Article XVIII of the Charter, members of the Secretariat are international civil servants. The responsibilities are not national but exclusively international. By accepting appointment they pledge themselves to discharge their functions and to regulate their conduct with the interests of the Organization of African Unity only in view.

2. In the performance of their duties, the Administrative Secretary General and members of the General Secretariat shall not seek or receive instructions from any government or from any other authority external to the O.A.U. They shall refrain from any action that is incompatible with the proper discharge of their duties with the OAU, or which might reflect on their position as international officials responsible only to the Organization. They shall avoid any action and in particular any kind of public pronouncement which may adversely reflect on their status, or on the integrity, independence and impartiality which are required by that status. Staff members shall not engage in any continuous or recurring outside occupation or employment without prior approval of the Administrative Secretary General.

3. Staff Members are subject to the authority of the Administrative Secretary General and to assignment by him to any of the activities or offices of the OAU. The whole time of a staff member shall be at the disposal of the Administrative Secretary General. The Administrative Secretary General shall establish a normal working week.

4. Official Holidays:- The anniversary of the signing of the Charter of African Unity, the 25th of May each year, shall be observed as an official holiday of the Organization. Official and public holidays of the host country shall also be observed. The Administrative Secretary General shall publish from time to time a list of other holidays which may be observed by all or specific members of the Secretariat.

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5. Members of the Secretariat ~~shall not communicate~~ to any person any information ~~known to them by virtue of their official position~~ which has not been made public, except in the course of their duties or by authorization of the Administrative Secretary General; nor shall they at any time use such information to private advantage. These obligations do not cease ~~upon separation from the Secretariat~~.

6. No member of the Secretariat ~~shall~~ accept any honour, decoration, favour, gift or remuneration from any government or from any source external to the OAU, contrary to his obligations under Article XVIII of the Charter.

7. Staff members may exercise the right to vote but shall not engage in any political activity which is inconsistent with or might reflect upon the independence and impartiality required by their status as international civil servants.

8. The immunities and privileges attached to the OAU by virtue of Article XXXI of the Charter are conferred in the interests of the Organization. These privileges and immunities do not imply that the staff members who enjoy them shall not perform their private obligations or fail to observe laws and police regulations. In any case where these privileges and immunities arise, the staff members shall immediately report to the Administrative Secretary General, with whom alone it rests to decide whether they shall be waived.

9. Members of the Secretariat shall subscribe to the following written declaration:-

"I solemnly undertake to exercise in all loyalty, discretion and conscience the functions entrusted to me as an international civil servant of the Organization of African Unity, to discharge these functions and regulate my conduct with the interests of the OAU in view, and not to seek or accept instructions in regard to the performance of my duties from any government or other authority external to the Organization".

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Section II

SALARIES AND RELATED ALLOWANCES

1. The Administrative Secretary General and the Assistant Secretaries General shall be entitled to the following emoluments and allowances and, if otherwise eligible, shall also receive such other additional allowances as are available to staff members generally:-
 - (i) The Administrative Secretary General:
Annual Basic Salary.

Furnished official residence.

Official car.
 - (ii) Assistant Secretary General:
Annual Basic Salary.

Accommodation Allowance.

Official car.
2. Salaries of staff members shall be fixed by the Administrative Secretary General in accordance with the provisions of TABLE - A for the Professional category, and TABLE - B for the General Service category.
3. Subject to satisfactory service, salary increments within the levels set forth in TABLE - A and TABLE - B shall be awarded annually.
4. The Administrative Secretary General shall determine the salary rates to be paid to personnel specifically engaged on contract for various purposes.
5. The Administrative Secretary General shall set wage rates and conditions of work for non-statutory staff at each office of the OAU on the basis of the best prevailing conditions of employment in the locality concerned.

TABLE - A

SALARY SCALES

PROFESSIONAL CATEGORY

(Per annum in US dollars)

Level	Step I	Step II	Step III	Step IV	Step V	Step VI	Step VII	Step VIII	Step IX	Step X
P.1 Associate Officer	4,800	5,000	5,190	5,380	5,560	5,750	5,940	6,130	6,310	6,500
P.2 Second Officer	6,130	6,310	6,500	6,690	6,880	7,060	7,250	7,440	7,670	7,880
P.3 First Officer	7,460	7,670	7,880	8,090	8,300	8,510	8,720	8,930	9,180	9,420
P.4 Senior Officer	8,930	9,180	9,420	9,640	9,870	10,130	10,390	10,650	10,910	11,170
P.5 Principal Officer	10,650	10,910	11,170	11,420	11,660	11,950				
P.6 Executive Secretary	11,950	12,240	12,520	12,810	13,100					

TABLE - B

SALARY SCALES

GENERAL SERVICE CATEGORY

(Per annum in US dollars)

Level	Step I	Step II	Step III	Step IV	Step V	Step VI	Step VII	Step VIII	Step IX	Step X
GS-1 Intermediate										
I	1,344	1,416	1,488	1,560	1,632	1,704	1,736	1,768	1,800	1,872
GS-2 Intermediate										
II	1,728	1,836	1,944	2,052	2,160	2,268	2,376	2,484	2,592	2,700
GS-3 Senior										
	2,400	2,544	2,688	2,832	2,976	3,120	3,264	3,408	3,552	3,696
GS-4 Senior II										
	3,408	3,552	3,696	3,840	3,984	4,128	4,272	4,416	4,560	4,704
GS-5 Principal										
	4,128	4,272	4,416	4,560	4,704	4,848	4,922	5,136	5,280	5,424

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6. ~~The Administrative Secretary General shall set the conditions of compensation for overtime work to staff members serving at established offices in the General Service category who are required to work in excess of the working week established for this purpose.~~

7. The Administrative Secretary General may, in exceptional and compelling circumstances, and if the request of the staff member is supported by a detailed justification in writing, authorize an advance of salary. Salary advances shall be liquidated at a constant rate as determined at the time the advance is authorized, in consecutive pay periods commencing not later than the period following that in which the advance is made.

8. A staff member who has not been receiving an allowance, grant or other payment to which he is entitled shall not receive retroactively such allowances, grant or payment unless he has made written claim within twelve months following the date on which he would have been entitled to the initial payment.

9. Related Allowances and Benefits.

(i) Dependency Benefits: Staff members in both categories, who do not receive such allowances already, shall be entitled to receive dependency allowances of U.S.\$ 200 per annum for a dependent wife or dependent husband and U.S.\$150 per annum for each dependent child up to 18 years of age; up to a maximum of six children. If both husband and wife are staff members only one may claim dependence allowances with a view to avoid duplication of benefits. Claims for dependence benefits shall be submitted in writing each year and supported by evidence satisfactory to the Administrative Secretary General.

(ii) Installation Allowance: A staff member shall be paid, in respect of himself and his eligible dependents, an installation grant for initial extraordinary living costs incurred following arrival at the duty station from his home country. The installation grant shall be paid for a period of three weeks at rates to be determined by the Administrative Secretary General with due regard to local hotel rates.

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~~(iii) Training Allowances: The Administrative Secretary General~~
~~shall establish rules under which an extra payment will be made to~~
staff members in the General Service category who demonstrate a
satisfactory showing at training courses approved by the Secretariat.
Improvement in this context includes improved proficiency in the use
of additional working languages of the Organization. The training
allowance, subject to satisfactory showing at officially approved
examinations, shall be granted in the form of salary increments by one
or two steps within a given post level.

Section III

APPOINTMENTS AND PROMOTIONS

1. The Administrative Secretary General shall ~~establish an Appointments~~
and Promotions Board whose function will be to advise him on matters of
appointment, salary increments, promotion and review of staff in the
General Service and Professional categories.
2. The Administrative Secretary General shall appoint staff members
with the agreement of the Governments of their respective countries. Upon
appointment each staff member shall receive a letter of appointment signed
by the Administrative Secretary General or by an official in the name of the
Secretary General. The letter of appointment granted to every staff member
contains expressly or by reference all the terms and conditions of employment.
3. A copy of the Staff Regulations shall be transmitted to the staff
member with the letter of appointment. In accepting appointment, the
staff member shall state that he has been made acquainted with and accepts
the conditions laid down in the Staff Regulations. The appointment of
every staff member shall take effect from the date on which he sets out
to travel to assume his functions.
4. A former staff member who is re-employed shall either be given a
new appointment or he may be re-installed in accordance with the following
provisions. In the event of his being given a new appointment, its terms
shall be fully applicable without regard to any former period of service.

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In the event of his being re-installed, the staff member's services shall be considered as having been continuous, and he shall return to the OAU any financial benefits he received on account of separation. The interval between separation and re-instatement shall be charged, to the extent possible and necessary, to annual leave, with any further period charged to special leave without pay.

5. Staff members shall be responsible on or after appointment for supplying the Administrative Secretary General with whatever information may be required for the purpose of determining or altering their status under the Staff Regulations. All facts of arrest, fine, imprisonment for any offence other than a minor traffic violation should immediately be reported to the Administrative Secretary General. A staff member may at any time be required by the Administrative Secretary General to supply information concerning facts anterior to his appointment and relevant to his suitability or concerning facts relevant to his integrity conduct and service as a staff member.

6. (i) Members of the statutory staff of the Secretariat shall be Africans recruited from Member States of the Organization of African Unity and from African States still under colonial rule.

(ii) The Administrative Secretary-General shall circulate to Governments of Member States lists of existing vacancies at regular intervals, inviting necessary applications.

(iii) In all matters of recruitment, due regard shall be paid to accepted practices of international organizations, not more than 10 members of the statutory staff being recruited from any one member State.

(iv) The selection of staff members shall be made without distinction as to sex or religion. So far as practicable, selection shall be on a competitive basis. Subject to the foregoing provisions, and without prejudice to the recruitment of fresh talent at all levels, the fullest regard shall be had, in filling vacancies, to the requisite qualifications and ~~experience of persons already in the Service of the~~ Organization.

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7. ~~The Administrative Secretary General shall establish appropriate medical standards which staff members shall be required to meet before and after appointment from time to time.~~

8. The Administrative Secretary General shall prescribe which staff members are eligible for permanent appointments. The probationary period for granting or confirming a permanent appointment shall normally be one year.

In individual cases the Administrative Secretary General may extend the probationary period for not more than a further year. Permanent appointment may be granted to staff members who are holders of a probationary appointment and who, by their qualifications, performance and conduct, have fully demonstrated their suitability as international civil servants and have shown that they meet high standards of efficiency, competence and integrity. Permanent appointment shall be restricted initially to a limited number of personnel who in the opinion of the Administrative Secretary General are required for the essential continuity of work.

9. Fixed term and project appointments, having an expiration date specified in the letter of appointment, may be granted for a period of one year subject to renewal or for the duration of a specific project. Fixed-term and project appointment may be granted to persons recruited for service prescribed duration, including persons temporarily seconded by national governments or institutions for service with the Organization of African Unity.

Section IV

ANNUAL, SPECIAL AND HOME LEAVE

1. Staff members shall accrue annual leave while in full pay status at the rate of four weeks a year, provided that not more than eight weeks of such leave shall be accumulated. Any absence from duty not specifically covered by other provisions in these rules shall be charged to the staff member's accrued annual leave, if any; if he has no accrued ~~annual leave~~, it shall be considered as unauthorised and pay and allowances shall cease for the period of such absence. A staff member may, in

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~~exceptional circumstances, be granted advance annual leave up to a maximum of 3 weeks, provided his service is expected to continue for a period beyond that necessary to accrue the leave so advanced.~~

2. Special leave may be authorised by the Administrative Secretary General in exceptional cases. Special leave, with full or partial pay or without pay may be granted for advanced study or research in the interest of the Organization of African Unity, in cases of extended illness, or for other compelling reasons for such period as the Administrative Secretary General may prescribe.

3. Eligible staff members shall be granted home leave once every two years. A staff member whose home country is the country of his official duty station shall not be eligible for travelling expenses for home leave. Staff members who are serving outside their home country shall be entitled once in every two years of qualifying service to visit their home country at OAU expense for the purpose of spending in that country a substantial period of annual leave. The country of home leave shall be the country of the staff member's nationality, unless in exceptional and compelling circumstances the Administrative Secretary General authorizes as the home country, for the purpose of this rule, a country other than the country of nationality.

The services of an eligible member is expected by the Administrative Secretary General to continue at least one year beyond the date of his return from any proposed home leave on the understanding that in the case of the first home leave his service is also expected to continue at least one year beyond the second anniversary of his date of appointment and that in every other case his service is also expected to continue at least one year beyond the second anniversary of the date of departure on his previous home leave. Home leave may be taken, subject to the exigencies of service, at any time during the calendar year in which it falls due. In exceptional circumstances, a staff member may be granted advanced home leave provided that not less than eighteen months of qualifying service have been completed or that not less than eighteen months of

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~~qualifying service have elapsed since the date of return from his last home leave.~~

A staff member may be required to take his home leave in conjunction with travel on official business, due regard being paid to the interests of the staff member and his family. Travel of dependents shall be in conjunction with the approved home leave of the staff member. Dependent children whose parents are staff members each of whom is entitled to home leave, may accompany either parent provided that the frequency of travel does not exceed once in every two years.

Section V

SOCIAL SECURITY

The Administrative Secretary General shall establish a scheme of social security for the staff, including provisions for sick leave, maternity leave, and reasonable compensation in the event of illness, accident or death attributable to the performance of official duties on behalf of the OAU.

1. Sick Leave:

- (i) All sick leave must be approved by or on behalf of the Administrative Secretary General.
- (ii) A staff member holding a fixed-term appointment for less than one year shall be granted sick leave credit at the rate of two working days per month of contractual service.
- (iii) A staff member holding a probationary appointment or a fixed-term appointment of one year or longer shall be granted sick leave up to two months on full salary and two months on half salary in any period of twelve consecutive months, provided that the amount of sick leave permitted in any three consecutive years shall not exceed eight months, four months on full salary and four months on half salary.
- (iv) A staff member who holds a permanent or regular appointment shall be granted sick leave up to three months on full salary and three months on half salary in any period of twelve consecutive months, provided that the amount of sick leave permitted

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~~in any three consecutive years shall not exceed twelve months, six months on full salary and six months on half salary.~~

- (v) Except with the approval of the Administrative Secretary General, no staff member may be granted sick leave for a period of more than three consecutive working days without producing a certificate from a duly qualified medical practitioner to be designated by the Administrative Secretary General, to the effect that he is unable to perform his duties and stating the nature of the illness, and the probable duration of incapacity. Such certificate shall, except in circumstances beyond the control of the staff member, be produced not later than the end of the fourth working day following the initial absence from duty of the staff member.

2. Maternity Leave:

a. A staff member who will have served continuously for one year at the anticipated time of confinement:

- (i) Shall be entitled to absent herself from her duties until the date of confinement upon producing an acceptable medical certificate that their confinement will probably take place within six weeks.
- (ii) Shall be excused from working during the six weeks following confinement. In any case, the staff member will be entitled to a total of twelve week's leave.
- (iii) Shall receive maternity leave on full pay for the entire duration of her absence in accordance with the above provisions.

b. A staff member with less than one year of continuous service at the anticipated time of confinement shall be given her accrued annual leave, and on her request, special leave without pay for the balance of her absence in accordance with (i) and (ii) of paragraph (a).

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3. Insurance and Terminal Benefits:

- a. Insurance: ~~The Organization shall establish a comprehensive~~ insurance scheme for members of Secretariat whilst employed by the Organization.
- b. Gratuity: The Organization shall pay a gratuity amounting to% of the basic annual salary to each staff member employed on contract or on a fixed-term basis of not less than one year, on the satisfactory completion of his service or contract.
- c. Pension: The Organization shall create a Pension Scheme for members of the Secretariat admitted into its permanent service.
- Rules governing this scheme shall be submitted by the Administrative Secretary General to the Council of Ministers for approval.

Section VI

TRAVEL EXPENSES

- (1) Before travel is undertaken, it shall be authorized in writing by the Administrative Secretary-General. A staff member shall be personally responsible for ascertaining that he has the proper authorization before commencing travel.
- (2) Staff members travelling on authorized missions or home leave are entitled to transit allowance, i.e. to cover food and lodging, as well as for reasonable terminal expenses. The Administrative Secretary General will, from time to time, publish reasonable rates for both purposes.
- (3) Travel on authorized missions will be on the shortest possible and most appropriate routes. For such purposes, the Administrative Secretary General shall, from time to time, publish modes of frequently travelled routes from Headquarters to other points.
- (4) In some cases where there is need to provide for excess baggage privileges, the Administrative Secretary General shall, from time to time, state those specific cases. As a general rule, excess baggage privileges will be given only for the transportation of official property of the Organization.

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- (5) ~~The Administrative Secretary General and the Assistant Secretaries General will travel on first-class accommodation. Unless the Administrative Secretary General otherwise designates in writing,~~ all other personnel will travel by air on economy class, by sea on second-class accommodation, and on such appropriate classes in other means of travel as may be determined by the Administrative Secretary General.
- (6) When personnel are required to use their private motor vehicles for official duties, they will be reimbursed for pre-authorized expenses incurred on a reasonable standard to be determined by the Administrative Secretary General.
- (7) All other and unforeseeable and reasonable expenses incurred in connection with official duties will be reimbursed subject to presentation of satisfactory receipts and documentary evidence.
- (8) Upon the death of a staff member or of his recognized dependent, the OAU shall pay the expenses of transporting the body from the official duty station to his home country, provided this is requested.
- (9) Subject to the above provisions, the Organization of African Unity shall pay travel expenses of a staff member and his eligible dependents from his home country to and from the official duty station on initial appointment and on separation from service provided that his appointment was for a period of one year or longer or he had completed not less than one year of continuous service.
- (10) A staff member who resigns before completing one year of service or within six months following the date of his return from home leave shall not normally be entitled to payment of return travel expenses for himself or his dependents. The Administrative Secretary General may, however, authorize such payment if he is satisfied there are compelling reasons for so doing. Entitlement to return travel expenses shall cease if travel has not commenced within three months after the date of separation. In the case of a staff member with a fixed-term appointment of less than a year, the OAU shall pay the travel expenses of the staff member only and upon the completion of the project or mission specified in the letter of appointment.

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Section VII

STAFF RELATIONS

Staff Council: The Administrative Secretary General shall establish a Staff Council for the purpose of ensuring continuous contact and harmony between the Administrative Secretary General, on the one hand, and staff members on the other, and between staff members. The Staff Council shall be entrusted to advise the Administrative Secretary General on the administration of the Staff Rules and Regulations, and to make proposals to the Administrative Secretary General for improvements in the situation of staff members, both as regards their conditions of work and their general welfare. The Administrative Secretary General shall publish rules governing the membership and function of the Staff Council.

Section VIII

GENERAL PROVISIONS

1. Gender of Terms: In these rules reference to staff members in the masculine gender shall apply also to women, unless clearly in-appropriate from the context.
2. Exception to Staff Rules: The Administrative Secretary General shall publish such additional administrative instructions as he deems useful and necessary so long as these instructions are consistent with the Staff Regulations and other decisions of the Council of Ministers.
3. Disciplinary measures: The Administrative Secretary General may impose disciplinary measures on staff members, if in his opinion, such action would be in the interest of the Organization. Disciplinary measures shall consist of warning, written censure, suspension without pay, demotion or dismissal for violation of the Staff Rules and Regulations, misconduct, lack of integrity or competence.
4. Separation from Service:
 - a. Staff members may resign from the Secretariat upon giving the Administrative Secretary General three months' written notice of resignation by staff members having permanent appointments and

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~~thirty days' written notice of resignation by those having fixed-~~
term or probationary appointments. The Administrative Secretary General may, however, accept resignations on shorter notice. If, upon resignation a staff member has accrued an annual leave, he shall be paid in lieu thereof a sum of money equivalent to his salary for the period of such accrued leave up to a maximum of two months.

b. The Administrative Secretary General may terminate the appointment of a staff member giving his reasons therefor and three months' written notice of such termination of staff members having permanent appointments and thirty days' written notice of termination of staff members with fixed-term or probationary appointments. In lieu of these notice periods the Administrative Secretary General may authorize compensation calculated on the basis of the salary which the staff member would have received, had the date of termination been at the end of the notice period. If upon termination a staff member has accrued annual leave, he shall be paid in lieu thereof a sum of money equivalent to his salary for the period of such accrued leave, up to a maximum of two months.

5. Financial Responsibility: Any staff member may be required to reimburse the OAU either partially or in full for any financial loss suffered by the Organization as a result of his negligence or of his having violated any regulation, rule or administrative instruction.

6. Staff Member's Beneficiaries: At the time of appointment each staff member shall nominate a beneficiary or beneficiaries in writing in a form prescribed by the Administrative Secretary General. In the event of the death of a staff member, all amounts standing to his credit will be paid to his nominated beneficiary or beneficiaries.

7. Proprietary Rights: All rights, including title, copyright and patent rights, in any work performed by a staff member as part of his official duties, shall be vested in the Organization of African Unity.

8. Definition of Dependency: The following definition shall govern ~~the payment of dependency allowances:~~

a. ~~A dependent spouse shall be a spouse whose occupational~~ earnings, if any, do not exceed an amount established by the Administrative Secretary General for this purpose. This amount shall normally be the approximate equivalent of the lowest entry level of the OAU salary scale. The amount established by the Administrative Secretary General shall be published to the staff by administrative instruction or other appropriate means.

b. A "child" shall be the unmarried child of a staff member, under the age of 18 years, and not covered by dependency allowance of his father or mother. If the child is totally and permanently disabled, the requirements as to age shall be waived.

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